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**CITY OF WESTMINSTER**  
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Westminster, Maryland 21157  
Kevin R. Utz, Mayor  
(410) 848-9000  
[www.westminstermd.gov](http://www.westminstermd.gov)

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**Common Council**  
Damian L. Halstad, President  
Suzanne P Albert  
Tony Chiavacci  
Gregory Pecoraro  
Dr. Robert P. Wack

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August 16, 2010

Dear Community Forestry Colleague,

It is with great pleasure that I invite you and your staff to join us in the City of Westminster for the 18<sup>th</sup> Annual Community Forestry Workshop, which is sponsored by the Westminster Tree Commission, Bartlett Tree Experts and the Maryland Urban & Community Forestry Committee. The Workshop will be held in the Forum at McDaniel College in Westminster, Maryland. **Your help in directing registration materials to the appropriate department or staff in your organization, and encouraging participation, is appreciated.**

Please review the included agenda to get the big picture of this year's exciting workshop. The morning session seminar and lecture format are informative and educational, and also prepare participants for our afternoon field sessions. These afternoon field sessions are conducted outside on the McDaniel College campus, as well as other locations around town. All afternoon outdoor field sessions require extensive walking; therefore, these outdoor sessions are not handicap accessible. Since **the workshop will be held rain or shine**, the attire is causal.

I believe that the instruction that you and your staff will receive is truly worth the cost. With the current state of the economy putting financial pressures on local governments and small business owners, the Westminster Tree Commission has lowered the cost of the registration by \$25 from last year's price – this year, the cost of registration for the workshop is \$75 (only \$65 for supervisors when accompanied by a member of their staff), which includes morning coffee and pastries, a delicious hot lunch, an afternoon break, and a manual. The manual is specifically designed for the workshop as a useful reference book, complete with the entire program on a CD. As in past workshops, we will be presenting material pertinent to any community's Tree Care Program.

It is my sincere hope that you can join us on October 7, 2010. To guarantee your space, please return the registration form with payment by September 24, 2010. Since space is limited, registration will be on a first come, first served basis. Please call me at 410-848-7967 or e-mail me at [mhynes@westgov.com](mailto:mhynes@westgov.com), if you have any questions or would like further information.

Sincerely,

Melissa Hynes  
Comprehensive Planner  
City of Westminster